

**The  
Montana  
Secretary of State's  
Office  
proudly presents...**

# How Do You Know ?



What type of notarization to do ?

# You only have seven possible choices:

- Acknowledgements
- Signature Witnessings
- Jurats
- Oaths
- Copy Certifications
- Certifying Depositions
- Protests of Instrument

# Let's eliminate the least likely...

Are you an 18<sup>th</sup> Century  
banker handling  
non-payment Claims?



- Acknowledgements
- Signatures
- Jurats
- Oaths
- Copy Certifications
- Depositions
- Pro~~X~~sts~~X~~ Inst~~X~~ument

Next...

Are you a court reporter  
transcribing a deposition?



- Acknowledgements
  - Signatures
  - Jurats
  - Oaths
  - Copy  
Certifications
- 
- Certifying  
Depositions

# Are you administering an oath of office to a public official or to a credible witness?

- Acknowledgements
- Signatures
- Jurats
- Oaths
- Copy Certifications



TRIVIA: Calvin Coolidge was sworn into office as President by his father, a notary public.

You only have four choices left...

- Acknowledgements
- Signatures
- Jurats
- Copy Certifications

What if you are  
being asked to  
certify a copy of  
something????

YOU CAN *PROBABLY* DO THAT!!!



- Determine if it is a document you can legally copy and certify.
  - Montana notaries cannot certify copies of public documents unless they work in the office where the original is maintained; they can certify copies of private documents.
    - Public documents include birth, death, and marriage certificates, court documents, school transcripts.
    - Private documents include passports, drivers' licenses, diplomas, and other papers where the customer has the official "original" document.
- Take the original document and make a photocopy of it.
- Affix or attach the appropriate notarial block for a certified copy and fill in the blanks! It's simple!

How do you know  
which of the  
remaining three  
you are doing?

Jurat

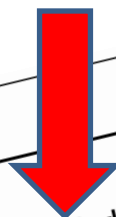
# Look on the document!

The notarial  
block tells  
you  
everything  
you need to  
know!



It's all in the verbs!!!!

# ACKNOWLEDGEMENTS



State of Montana  
County of \_\_\_\_\_  
This instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_  
Print name of signer(s)

Notary Signature  
[Montana notaries must complete the following,  
if not part of stamp.]

State of Montana  
County of \_\_\_\_\_

Name \_\_\_\_\_  
Public for the state of \_\_\_\_\_  
Expires: \_\_\_\_\_, 20\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, personally appeared \_\_\_\_\_  
named in the foregoing, and acknowledged to me that \_\_\_\_\_  
as \_\_\_\_\_ free act and \_\_\_\_\_ for the uses and purposes therein mentioned.  
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year in  
this certificate first above written.

Affirm

Notary Signature  
[Montana notaries must complete the following,  
if not part of stamp.]  
Printed Name \_\_\_\_\_

## When taking an acknowledgement, the notary must:

- Identify the signer as the person who is supposed to sign the document
- Verify that the signature on the document is the signer's, either by watching them sign the document, or if it has already been signed, by comparing the signature to one on the signer's ID and the signature made by the signer in the notary's journal
- Have the signer **acknowledge** that the signature is his or hers and that it was made knowingly and willingly

# SIGNATURES

State of Montana  
County of \_\_\_\_\_

This instrument was signed before me on \_\_\_\_\_

by \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, personally

In the County of \_\_\_\_\_, State of \_\_\_\_\_, before me, the undersigned Notary Public personally appeared \_\_\_\_\_, known to me, proved to me through documentary evidence, or identified by a credible witness to be the person named in the foregoing, and executed the same.

\_\_\_\_\_  
Notary Signature

[Montana notaries must complete the following,  
if not part of stamp.]

\_\_\_\_\_  
Printed Name

# When witnessing a signature a notary must:

- Identify the signer as the person who is supposed to sign the document
- Determine that the signer is knowingly and willingly signing the document
- Have the signer *sign the document* *as you watch*

# JURATS

State of Montana  
County of \_\_\_\_\_

Signed and sworn to before me on \_\_\_\_\_

by \_\_\_\_\_

Print name of signer(s)

Notary Signature

[Montana  
if not part of stamp.]

\_\_\_\_\_ personally appeared before me and having been

duly sworn did herein execute the above instrument for the purposes stated.

State of Montana  
County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_

\_\_\_\_\_ Notary Signature

[Montana notaries must complete the following,  
if not part of stamp.]



## When performing a jurat, a notary must:

- Identify the signer as the person who is supposed to sign the document.
- Determine that the signer is knowingly and willingly signing the document.
- Have the signer ***sign the document*** as you watch.
- Administer an oath, placing the person under penalty of perjury if the statements or facts contained in the document are not true.

# What if there is no notarial block on the document ?

If your customer can tell you what type of notarial act is needed, you can affix or attach an appropriate notarial block to the document and complete it.

If your customer can't tell you what he needs, you should refuse the request. As a ministerial official, a notary cannot determine what type of notarial act is required.

# You can download printable notarial blocks from our website –

## <http://sos.mt.gov/Notary/Blocks>

State of Montana  
County of \_\_\_\_\_  
This instrument was signed or acknowledged before  
me on \_\_\_\_\_ by \_\_\_\_\_ (Name of Signer)  
  
(Notary Signature)  
[Affix seal/stamp to the left of below]

State of Montana  
County of \_\_\_\_\_  
This instrument was signed or acknowledged before  
me on \_\_\_\_\_ by \_\_\_\_\_ (Name of Signer)  
  
(Notary Signature)  
[Affix seal/stamp to the left of below]

State of Montana  
County of \_\_\_\_\_  
This instrument was signed or acknowledged before  
me on \_\_\_\_\_ by \_\_\_\_\_ (Name of Signer)  
  
(Notary Signature)  
[Affix seal/stamp to the left of below]

State of Montana  
County of \_\_\_\_\_  
This instrument was signed or acknowledged before  
me on \_\_\_\_\_ by \_\_\_\_\_ (Name of Signer)  
  
(Notary Signature)  
[Affix seal/stamp to the left of below]

State of Montana  
County of \_\_\_\_\_  
This instrument was signed or acknowledged before  
me on \_\_\_\_\_ by \_\_\_\_\_ (Name of Signer)  
  
(Notary Signature)  
[Affix seal/stamp to the left of below]

State of Montana  
County of \_\_\_\_\_  
This instrument was signed or acknowledged before  
me on \_\_\_\_\_ by \_\_\_\_\_ (Name of Signer)  
  
(Notary Signature)  
[Affix seal/stamp to the left of below]

State of Montana  
County of \_\_\_\_\_  
This instrument was signed or acknowledged before  
me on \_\_\_\_\_ by \_\_\_\_\_ (Name of Signer)  
  
(Notary Signature)  
[Affix seal/stamp to the left of below]

State of Montana  
County of \_\_\_\_\_  
This instrument was signed or acknowledged before  
me on \_\_\_\_\_ by \_\_\_\_\_ (Name of Signer)  
  
(Notary Signature)  
[Affix seal/stamp to the left of below]

State of Montana  
County of \_\_\_\_\_  
This instrument was signed or acknowledged before  
me on \_\_\_\_\_ by \_\_\_\_\_ (Name of Signer)  
  
(Notary Signature)  
[Affix seal/stamp to the left of below]

State of Montana  
County of \_\_\_\_\_  
This instrument was signed or acknowledged before  
me on \_\_\_\_\_ by \_\_\_\_\_ (Name of Signer)  
  
(Notary Signature)  
[Affix seal/stamp to the left of below]

State of Montana  
County of \_\_\_\_\_  
This instrument was signed or acknowledged before  
me on \_\_\_\_\_ by \_\_\_\_\_ (Name of Signer)  
  
(Notary Signature)  
[Affix seal/stamp to the left of below]

State of Montana  
County of \_\_\_\_\_  
This instrument was signed or acknowledged before  
me on \_\_\_\_\_ by \_\_\_\_\_ (Name of Signer)  
  
(Notary Signature)  
[Affix seal/stamp to the left of below]

1. Select the “*Printable Avery version of ten*” for the type of block you want:

**Acknowledgement**  
**Signature**  
**Jurat**  
**Copy Certification**

2. Print on 2” x 4” shipping label stock

3. Simply peel off a label and attach to the document you want to notarize.

Knowing  
what to do  
is simply a matter of  
knowing...

- What your options are  
And
  - How to do it.

That's  
how you  
know!!!